



# Maryland Department of Budget & Management

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*Office of the Secretary  
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Deputy Secretary*

**QUESTIONS AND RESPONSES # 1**  
**PROJECT NO. 050R4800264**  
**Travel Services for State of Maryland**  
*March 4, 2004*

Ladies/Gentlemen:

This List of Questions and Responses #1 is being issued to clarify certain information contained in the above named RFP. The statements and interpretations of contract requirements, which are stated in the following questions of potential offerors, are not binding on the State, unless the State expressly amends the RFP. Nothing in the State's responses to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the vendor asking the question as to what the contract does or does not require.

1. We would like to know if the proposal can include images. Specifically, we want to include images of our websites.

**RESPONSE:**

In order to illustrate your offer to the State, the proposal can include images, including images of your websites, where you deem it appropriate. The RFP specifically requests information concerning your organization in Section 4.4.2.5. This includes such instructions as "Provide and describe efforts and capabilities that will be dedicated to the State travel services contract" and "Methods on how the Offeror will provide for travel services and provide the services in an economical manner". In order to provide and describe or to demonstrate how services are provided in an economical manner, websites can frequently provide a clear and vivid picture of how your offer can evidence your capabilities.

2. When numbering the proposal, do we number the sections in accordance with the sections corresponding to the RFP?  
Specifically, when addressing section 3.2.1 on traveler/travel arranger. Should we also address this as the answer to 3.2.1?

**RESPONSE:**

When numbering the proposal, the numbering should be in the same manner to allow the State's evaluators quick and easy reference to the RFP and how the Contractor meets those requirements. More specifically, Offeror proposals should be set-up in the manner outlined in Section 4 of the RFP. For example, the Offeror's proposal will include sections on transmittal, title/table of contents, executive summary minimum qualifications, Offeror technical response to RFP requirements, and Offeror experience capabilities and references. Within the Offeror's technical response to RFP requirements, the Offeror should clearly reference and reply to each item in section 3, including 3.2.1.

3. We would like specific definitions of subcontractors, suppliers and joint venture partners as discussed in section 4.4.2.7 of the RFP, page 20.

**RESPONSE:**

Specific definitions are not provided for subcontractors, suppliers and joint venture partners as discussed in Section 4.4.2.7. This section is asking each Offeror to state how as a result of this contract, the Offeror believes that it is stimulating the Maryland economy. In this instance, the terms are used to assist each Offeror with looking at its organization and processes. It is not the State's intent to limit by definition how each Offeror may choose to use those terms as it applies to the preparation of this requirement.

4. What is the value of the contract as mentioned in 4.4.2.7 if the RFP? Is the 1.6 million in travel, or 1.6 million in travel plus our fees or just the travel fees?

**RESPONSE:**

Section 4.4.2.7 requests you to assess as stated in the note, “for each \$1,000 of contract value, how many Maryland jobs will be created, what Maryland tax revenue will be generated, how much will be paid to Maryland subcontractors”. There is no reference in this section to any specific contract dollar value such as you asked. This section is to be addressed as \$1,000 of contract value.

The actual contract amount is unknown at this point. The value of this contract for purposes of Section 4.4.2.7 will be the fees charged by the contractor and not the historical expenses as identified in Attachment I. Attachment F, Price Proposal will establish the fees to be charged during the life of the contract.

The \$1.6 million you are referring to is the amount as shown in Attachment I Common Carrier Billings for FY 2001, 2002 and 2003. The Department has not established any such dollar amount for this contract. Attachment I represents historical information not projected information.

Remember offers are due on March 19, 2004 no later than 2:00 p.m. If there are questions concerning this solicitation, please contact me via e-mail at [bbowser@dbm.state.md.us](mailto:bbowser@dbm.state.md.us) or call me at (410) 260-7683 as soon as possible.

Date Issued: March 4, 2004

By

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William M. Bowser  
Procurement Officer